



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SEWING ROOM OPERATOR

Class No. 007520

■ CLASSIFICATION PURPOSE

Under immediate supervision, to perform routine work in the repair, maintenance, and manufacture of hospital or other county facility's linen, and to provide basic clothing construction and tailoring services ; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the journey level class in the series. Positions in this class are found in the Health and Human Services Agency, Edgemore Hospital in Santee. It is distinguished from the next higher classification, Sewing Room Supervisor, in that the Supervisor is responsible for the supervision of personnel performing routine sewing duties.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Mends hospital or other institutions' linens and laundry bags.
2. Repairs hospital or other clothing such as patient gowns, pajama trousers, and robes.
3. Manufactures needed hospital linens or draperies.
4. Sorts and marks clothing for distribution and assists in the actual distribution.
5. Assists in the inventory of linen supplies.
6. Operates sewing equipment in the repair and manufacture of linen and clothing.
7. Provide responsive, high quality service.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Sewing, repair, maintenance, and manufacture of personal clothing, linens, and institutional apparel.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operation of power sewing machines.
- Maintain records and inventory of sewing materials and supplies.
- Apply appropriate procedures and techniques in the sewing, repair, maintenance, and manufacture of personal clothing, linens, and institutional apparel.
- Design patterns for sewing clothing.
- Perform basic arithmetic calculations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: One (1) year of experience performing sewing duties in manufacturing and repairing clothing or linens.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate sewing machine. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents may be exposed to soiled clothing and linen and may come in contact with hospital patients.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: November 4, 1980
Revised: January 25, 1988
Revised: October 11, 1999
Reviewed: Spring 2003
Revised: May 12, 2004
Revised: March 31, 2006